



## **ENTRY OR JOURNEY LEVEL PERSONNEL MANAGEMENT CONSULTANTS**

**Sacramento, CA**

**\$51,850- \$81,020 DOE/DOQ Plus Performance Bonus Opportunities**

### **THE ORGANIZATION**

CPS Human Resource Services functions as a self-supporting public agency to assist public/non-profit sector employers in developing and enhancing their human resource programs. CPS offers a full range of professional services to include; HR consulting, test development/administration, and executive recruitment. [Click here](#) to learn more about our organization.

### **THE POSITION**

Our Employment Testing & Assessment Services (EmTAS) division is seeking two Consultants with training and experience in test development, validation, and measurement. The positions will be part of a high performing team that is responsible for the full range of test development and validation work. Appointments will be made at either entry-level or journey-level Personnel Management Consultant level depending on experiences and qualifications.

### **KEY DUTIES**

Depending upon assignment, duties may include, but are not limited to, the following:

- Designing and conducting job analysis studies.
- Facilitating subject matter expert panels.
- Preparing test specifications and test plans.
- Writing items and constructing tests using computerized item-banking software.
- Designing and developing customized selection tools.
- Conducting, writing, and presenting validation studies
- Performing complex statistical analyses.
- Providing technical support and guidance to clients in test design, use, and analysis.

### **QUALIFICATIONS:**

**Education:** Bachelor's degree in Psychology, Human Resource Management, Business Administration or a closely related field is required. **Master's degree in I/O Psychology is highly desirable.**

**Experience:** Any combination of education and experience that provides the desired competencies is qualifying.

**Entry Level PMC: no experience required; however, six months to one year of technical or professional experience is highly desired. Journey Level SPMC: Two years of professional experience.**

### **SALARY AND BENEFITS**

Negotiable, based on qualifications and experiences. Our excellent benefits package includes: health, dental, vision, life, retirement, and many other competitive benefits. To learn more about our benefit programs, please [click here](#).

### **TO APPLY**

Qualified candidates must complete an online application at: [www.cps.ca.gov](http://www.cps.ca.gov). Candidates' qualifications and experiences will be screened, and personal interviews will be scheduled with the most highly qualified candidates. The successful candidate must pass a background investigation.

**FINAL FILING DATE** **Open Until Filled; Continuous screening and will be forwarded to the hiring manager.**

*CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*